

<b>Classification:</b> Energy Analyst	<b>Position No.</b> 3300-5837-
<b>CBID:</b> R10	<b>Office:</b> Energy Systems Research Office
<b>Date Prepared:</b> March 2019	<b>Division:</b> Energy Research & Development Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES  NO

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the direction and supervision of the Electric Generation Systems Specialist III, the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The incumbent possesses knowledge about electricity generation, transmission, and use; applicable environmental laws, ordinances, and regulations; and the environmental implications of energy technologies and their relationship to competitive energy markets. The incumbent performs responsible and varied work of average difficulty to support public interest energy RD&D funding; manages RD&D projects; and consults with experts in the field.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
45%	<u>Contract Management.</u> Assists in the preparation of the work statement, budget, schedule, special conditions, measurable technical and economic objectives that will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document for R&D projects. Establishes and maintains a business relationship with the contractor; resolution, approve contract amendments; receive and review contractor's monthly progress reports, assist in problem resolution, and prepare project evaluations. Verifies that all contract terms and conditions have been met before approving invoices (and, if necessary, assist the contract's officer dispute a particular invoice); assist in the conduct of reviews of the work conducted by the contractor; and make site inspections. Assists in briefing office, division, and Energy Commission management on the status of projects. (E)
20%	<u>Program Planning.</u> As member of a team, assists in performing analyses relating to energy RD&D to be used in developing program and policy recommendations and briefs office, division, and Energy Commission management on the status of analysis of a variety of energy technology development topics. (E)
20%	<u>Technology and Information Transfer.</u> Assists in preparing reports and presentations on project, program and technology issues and achievements and briefs the office, division, and Energy Commission management on the status of the analysis. Assists in the development and preparation of the R&D Program's Annual Report to the legislature. Assists in the development of content for the R&D Program's Internet site. Assists in the finalization of project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring

**DUTY STATEMENT**



	information that provides significant public benefits to California and meets the state's energy policies and goals. (E)
10%	<u>Public Information</u> . Assists in responding to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the R&D Program in particular. (M)
5%	<u>Other Duties</u> . As required consistent with the specifications of the classification. (M)

**WORKING CONDITIONS:** The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
_____ Employee Energy Analyst	_____ Date
_____ Date	David Erne Electric Generation System Specialist III